

How to Apply for a Course in CHRTAS

Civilian Human Resource Training Application System - CHRTAS

Student Functions

- Create/Update Student Profile
- Prepare Application**
- Review / Edit Applications
- Resend Approval Request Email
- Create / Edit Travel Worksheets
- Request Disability Accommodations
- Request Cancellation
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Adjunct Faculty Functions

- Adjunct Faculty Profile

Supervisor Functions

- Supervisor Review/Approval

Help

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- School Information
- CHRTAS Bulletin Board

Links

- Privacy and Security Statement
- Other Useful Links

To begin, click **Prepare Application**.



Please sign in below:

Next, select your category using this drop-down menu.

Please select your category

Please select your category

Army
Air Force
Navy
Marine Corps
4th Estate Civilian Employee
DOD Contractor
Non-DOD Contractor
Non-Dod Civilian

Logon!

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If you have a Social Security Number (SSN), then insert.

Please sign in below:

Army

Social Security No: 123 - 12 - 1234

Date of birth: Jan 01 1925

Logon!

If you are a Local National, you must use your LN Employee Contract Number (ECN). Don't know it? This website instructs you how to look it up in the automated civilian database: www.chra.eur.army.mil/modern/guides.htm.

Click LOGON.

Is your SSN or ECN and Date of Birth (DOB) correct? If so, click OK.

Microsoft Internet Explorer

SSN/DOB Verification

You have entered -
SSN: 123-12-1234
DOB: Jan 1, 1925

Is your SSN & DOB correct?

OK Cancel

Civilian Human Resource Training Application System - CHRTAS



4/26/2004

CHRTAS Application System

Welcome to the Civilian Human Resource Training Application System (CHRTAS)

You have selected to logon as the member of the organization displayed below:

Component is re-displayed.

→ Army →

Click Continue.

Selecting the wrong organization may adversely affect your application(s) for training.
If your selection is incorrect,
Press the 'Go Back' button to correct your selection.

To continue,
press the 'Continue' button
below:

<< Go Back

Continue >>

Civilian Human Resource Training Application System - CHRTAS



4/26/2004

CHRTAS Application System

Select an FY and Course from the lists below.

Find A Course

Perform the steps below to find a course.

Step One

The first step is to select a fiscal year by first clicking on the down-arrow and then clicking on one of the listed years.

FY: 2004 ▼

Select fiscal year from the drop-down menu.

Step Two

In order to select a course, first click on the down-arrow. You can then click on the scroll-bar to find the appropriate course.

Course: GEN01 - HR ADVISOR / CONSULTANT

Choose course for which you are registering from the drop-down menu.

Step Three

The last step is to press the Search button.

Search

Press Search button.

Civilian Human Resource Training Application System - CHRTAS



4/26/2004

CHRTAS Application System

Click on the school location to list available classes for that location.

STEP Four:

Select the desired location. Course Locations that are displayed with an asterisk (*) and in red indicate classes with no available seats. You may still apply. However, if your application is approved, you will be placed on a 'wait' list for that class and your unit may have to possibly fund your travel.

FY	Course	Course Title
2004	GEN01	
	MARYLAND	
	<u>ABERDEEN, MD (010)</u>	Civilian Human Resource Management School

Click on either European location or U.S. city/state of the course.

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CHRTAS Application System

Click on the CLASS NUMBER to select the class you wish to attend. This selection will be added to your registration request. Class Numbers displayed in red indicate no available seats.

STEP Five:

The last step in identifying the class is to select / click on the CLASS number.

FY	Location	Course	Course Title
2004	ABERDEEN, MD (010)		HR ADVISOR / CONSULTANT
Class	Class	End	Available
<u>001</u>	Classroom	6/21/2004	6/21/2004 25

Choose the class number.

Verify information is correct. Use TAB key to move block to block.

Select alternate date range for which you would also be available for this course.

~~Alternate date range you are available for training:~~

From: Jun 01 2004 **To:** Jul 01 2004

Verify/Enter Student Information

Student Info:

SSN: 123121234 Last Name: AVEY First Name: STEVEN

Gender: Male Date of Birth: Jan 01 1925

Home Street: 3025 HAMAKER COURT City: FAIRFAX State: VA

Disabilities: No Special Requirements: Please select a Special Requirement

Preferred Name for Name Tag: STEVE Intern: N/A

Are you a Local National? (LN): No Are you Non-Appropriated Funded?

FOR **MILITARY** MEMBERS: Select Rank

Rank: [Dropdown]

FOR **CIVILIAN** EMPLOYEES: Select an entry for your Pay Plan, Job Series, and Pay Grade

Pay Plan: GS Job Series: [Dropdown]

Microsoft Internet Explorer

CHRTAS Civilian Series Look-Up

CHRTAS Civilian Series Look-Up

Civilian Series Codes

Click the code to select it.

0006 - CORRECTIONAL INSTITUTION ADMINISTRATION

0007 - CORRECTIONAL OFFICER

0011 - BOND SALES PROMOTION

0018 - SAFETY AND OCCUPATIONAL HEALTH MANAGEMENT

0019 - SAFETY TECHNICIAN

0020 - COMMUNITY PLANNING

0021 - COMMUNITY PLANNING TECHNICIAN

0023 - OUTDOOR RECREATION PLANNING

0025 - PARK RANGER

0026 - PARK TECHNICIAN

0028 - ENVIRONMENTAL PROTECTION SPECIALIST

0029 - ENVIRONMENTALIST

0030 - SPORTS SPECIALIST

0050 - FUNERAL DIRECTING

0060 - CHAPLAIN

0062 - CLOTHING DESIGN

0072 - FINGERPRINT IDENTIFICATION

0080 - SECURITY ADMINISTRATION

0081 - FIRE PROTECTION AND PREVENTION

0093 - IIC MAINTENANCE

Use drop-down menu to choose your series.

Pay Plan	FC	LN employees only	Pay

**Verify information
is correct. Use TAB
key to move block
to block.**

Student's Contact Info:

Office Symbol: HQDA-PMT

Major Command (MACOM): ARMY STAFF (CS)

Installation: DEPARTMENT OF THE ARMY

Organization Address: 111 ARMY DRIVE City: WASHINGTON State: DC ZIP: 20310 -

Country: UNITED STATES OF AMERICA

Phone: 202 - 555 - 1234

DSN: 235 - 1234 Fax: 202 - 555 -

Are you a supervisor? Yes (If so, please complete the items below)

How many employees do you supervise? 21+

Length of time in current position? 12 year(s) 7 month(s)

Total length of time in a supervisory position? 10 year(s) 2 month(s)

Important! Since CHRTAS uses email to notify students, ensure you enter your correct email address.
If it is not entered correctly, you will not be informed about your enrollment.

Email: AVEYM@

**Commercial Phone pattern
[Country Code] [City Code] [Phone
Number]**

**Use your military email
address.**

Approving Supervisor's Contact Info:

Important! Please ensure you enter your approving supervisor's correct email address.
If the address is entered incorrectly, your application will not be processed.

Email: MAVEY@ASMR.COM

Comments:

STEP Seven:

You must press the "Submit This Application" button and receive an onscreen confirmation to successfully submit your application. If you are, instead, returned to the application form, find the red arrows pointing to discrepancies, correct them, and press the Submit button again.

Click here to finish.

SUBMIT THIS APPLICATION

**Is email of your supervisor correct? This is vital as application
is automatically sent to your supervisor for approval.**

Add any comments here.